



CRM Contract Reference No.: **CRM-0091**

Name of the action: NGOs sustainability through local actions for healthier and cleaner environment in Municipality of Kavadarci and the region

Name of CRM beneficiary: Association for environmental protection and improvement „Eko-Zhivot” Kavadarci

### Terms of Reference for thematic expert on environmental protection

Project Action Description	
General information for action	The action aims to raise environmental awareness and promote eco values, in the Municipality of Kavadarci and Municipality of Rosoman, strengthen the cooperation with institutions and decision-makers, where citizens with an emphasis on young people will gain new knowledge through educators, workshops and familiarisation with environmental rights and policies and key information from the environment and climate change with an emphasis on biodiversity.
Scope of the work	
General description of the assignments	Provide environmental workshops, education to the youth volunteers and environmental consultation to the legal expert
Tasks:	<ul style="list-style-type: none"> <li>• Provide environmental education and preparation of the volunteers who will be engaged in the eco patrols,</li> <li>• Provide environmental education and preparation of the volunteers who will be engaged in the Eco info center,</li> <li>• Prepare and conduct 2 informative workshops with public institutions in the region and the private business sector</li> <li>• Prepare and conduct 2 eco workshops with the schools in Kavadarci</li> <li>• Prepare the workshop materials in the field of environment and biodiversity protection</li> <li>• Provide environmental consultation to the legal entity and give suggestions regarding environmental problems</li> <li>• Ensure regular coordination and updates to the program coordinator</li> <li>• Prepare and submit to the CRM beneficiary and CRM TA team monthly timesheet(s) with report and annexes referring to the service, outputs and/or deliverables produced by the expert</li> <li>• Provide 2 environmental workshops for the Eco Info Center in Kavadarci, pro bono after the action completion</li> </ul>
Outputs/deliverables	<ul style="list-style-type: none"> <li>• Develop workshop materials and reports for the eco workshops;</li> <li>• Develop training guidelines for the eco patrol volunteers;</li> <li>• Develop training guidelines for the eco center volunteers;</li> </ul>
Logistics and timing	
Location	Kavadarci
Start date	The expert will commence only after the approval of TA CRM team signing of the contract.



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Implementation period	<b>The expert must be independent and free from any conflict of interest.</b> The assignment is to be (initially) implemented between 09.2023 – 02.2024																										
Working days	<p><b>Up to 16 working days</b> according to the Budget of Action 1.Human Resources 1.2 Fee for thematic expert</p> <p>The WDs distributed per task (the table below) are indicative and may be a subject to change during the assignment.</p> <table border="1"> <thead> <tr> <th>Deliverables/outputs</th> <th>WDs</th> </tr> </thead> <tbody> <tr> <td>Coordination meeting with the project team</td> <td>2</td> </tr> <tr> <td>Develop workshop materials for the eco workshops</td> <td>1</td> </tr> <tr> <td>Implement eco workshops</td> <td>2</td> </tr> <tr> <td>Develop workshop materials for the informative workshops</td> <td>1</td> </tr> <tr> <td>Implement informative workshops</td> <td>2</td> </tr> <tr> <td>Develop training guidelines for the eco patrol volunteers</td> <td>1</td> </tr> <tr> <td>Provide training to the eco patrol volunteers</td> <td>1</td> </tr> <tr> <td>Develop training guidelines for the eco center volunteers</td> <td>1</td> </tr> <tr> <td>Provide training to the eco center volunteers</td> <td>1</td> </tr> <tr> <td>Consultation with the legal expert</td> <td>3</td> </tr> <tr> <td>Preparation of timesheets and workshop reports</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>16</b></td> </tr> </tbody> </table>	Deliverables/outputs	WDs	Coordination meeting with the project team	2	Develop workshop materials for the eco workshops	1	Implement eco workshops	2	Develop workshop materials for the informative workshops	1	Implement informative workshops	2	Develop training guidelines for the eco patrol volunteers	1	Provide training to the eco patrol volunteers	1	Develop training guidelines for the eco center volunteers	1	Provide training to the eco center volunteers	1	Consultation with the legal expert	3	Preparation of timesheets and workshop reports	1	<b>Total</b>	<b>16</b>
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<b>Expert profile and selection criteria</b>																											
<b>Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>• University degree in BEng in Environmental protection and engineering;</li> <li>• Proven experience in delivering eco workshops and work with young people;</li> <li>• Good knowledge of computer applications especially MS Office package;</li> <li>• Fluency in English</li> </ul>																										
<b>General professional experience:</b>	<ul style="list-style-type: none"> <li>• At least 10 years of experience of project management, implementation and monitoring of project with young people;</li> </ul>																										
<b>Specific professional experience:</b>	<ul style="list-style-type: none"> <li>• At least ten years of experience in providing environmental education;</li> <li>• At least 3 years experience in implementation of the eco project/action for young people;</li> <li>• Demonstrated skills of preparing quality reports and other knowledge products;</li> <li>• Experience of working in national ecological non-governmental organization</li> </ul>																										
<b>Evaluation criteria</b>	<p>The following grid will be conducted during the evaluation process:</p> <table border="1"> <thead> <tr> <th>Requirements</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Qualification and Skills</td> <td>20</td> </tr> <tr> <td>General professional experience</td> <td>30</td> </tr> <tr> <td>Specific professional experience</td> <td>50</td> </tr> <tr> <td><b>Total</b></td> <td><b>100</b></td> </tr> </tbody> </table>	Requirements	Score	Qualification and Skills	20	General professional experience	30	Specific professional experience	50	<b>Total</b>	<b>100</b>																
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<b>Reporting</b>																											
<b>Language</b>	All reports and outputs must be delivered in English language.																										



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